

Job Title: Devices Support Volunteer
Hours: 3-4 a week (Monday - Friday)
Between 10am and 4pm
Location: Community TechAid in Brixton
Duration: 3 months with the opportunity to extend

The Role

We are looking for a volunteer to support our small team, by helping us to prepare, sort and test devices, update our database app, and help with general tasks at Community TechAid.

At Community TechAid (CTA) our mission is to enable sustainable access to technology and education needed to extend digital inclusion to all. We are closing the digital divide by providing technology and skills to our communities, whilst recycling, reusing and repairing e-waste.

We are looking for someone with good administrative skills who enjoys working with others and is a confident user of smartphones and laptops. This is a great opportunity for someone wishing to grow their administrative skills whilst supporting members of our community to reach their full potential by accessing the online world.

We are especially keen for volunteers who have had lived experience of digital exclusion, and we will provide you with training and equipment where required.

The role will involve:

- logging donated devices in our database
- checking over devices, such as laptops, to make sure the basics work properly: that it turns on and that the speakers, webcam and microphone work properly
- wiping data from devices (training provided)
- updating devices with necessary applications and installing operating systems
- administrative tasks such as organising documentation and stock tidying
- liaising with donors and organisations by email or over the telephone
- other ad hoc tasks related to the running of CTA
- maintaining CTA's workshop space so that it is organised and efficient, and meets health and safety guidelines.

All reasonable travel expenses will be covered

All applications are subject to references or a DBS check.